

# **TOWN OF OLD LYME**

## **EMPLOYEE HANDBOOK**

*Effective 18 October 2021  
(Rev 1)*

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## **PART I      INTRODUCTION**

### Welcome to the Town of Old Lyme

This handbook is intended to provide you with an overview of our organization, policies, and procedures. Please take a few minutes to read it thoroughly. If you have questions about the contents of this handbook, please contact your immediate supervisor. Do not leave questions unanswered.

Please feel free to contact the First Selectman at any time with additional questions, ideas, or suggestions you may have or just to discuss how you're doing.

Let's work together to ensure our mutual success.

## Town History

Old Lyme was originally part of Old Saybrook, when the latter was founded in 1635. In 1665 it became an independent plantation and in 1667 changed its name to Lyme. Lyme, along with some lands from Colchester, Montville, and Waterford was divided into three towns in 1819: Lyme, Salem and East Lyme. In 1855, the southern part of Lyme was incorporated by the General Assembly as a new town called South Lyme. It was renamed Old Lyme in 1857.

Old Lyme comprises an area of 26 square miles on the Long Island Sound shoreline, just to the east of the Connecticut River. It has 4 1/2 miles of developed coastal beach, several miles of lakefront and many acres of woods and rolling farmland. The year round population is about 7,600 with a summer influx approaching 16,000.

Old Lyme is a town within New London County, in the 2nd Congressional District, the 20th Senatorial District, and the 23rd Assembly District.

Its form of government is the Board of Selectmen. The Executive Branch is comprised of the elected three-member Board of Selectmen with the First Selectman as Chief Elected Officer and Chief of Police of the Town. The Town Meeting, consisting of all electors within the town, is the Legislative Body.

## Human Resources Philosophy

It is the policy of the Town of Old Lyme to hire qualified people to perform the many tasks necessary for the proper operation of town government. An essential part of this policy is providing equal opportunity for all. It is our policy to administer the hiring, training, discipline, promotion, compensation and other terms, privileges and conditions of employment without regard to age, sex, race, color, ancestry, religion, disability, national origin, marital status, military status, sexual orientation, pregnancy, genetic information, gender identity/expression, or any other legally protected status. The Town further maintains an Affirmative Action Policy that contains provisions concerning the purpose of such policy, its distribution, and implementation. Copies of the Town's Affirmative Action Policy are available from the First Selectman's Office.

Our town government strives to ensure that you are satisfied in your job. Our open door management style encourages you to share any and all suggestions, questions, and concerns. Please begin by contacting your immediate supervisor. If you are not satisfied with the response, or for another reason prefer to, you are always welcome to contact the First Selectman or a Selectman in their absence.

## Purpose and Scope of Employee Handbook

This handbook is intended to serve as a practical guide to the Town of Old Lyme's personnel policies and practices. However, it is not intended to cover all topics or circumstances. Further, in order to adapt to the Town's changing needs and to respond to specific situations as they may arise, these policies may change from time to time. As such, the Town, acting through the Board of Selectmen, reserves the right to revise, discontinue, suspend, or modify any part(s) of this handbook at any time. On such occasions, an Amendment will be added to this Handbook and you will be provided a copy. Final discretion as to the interpretation or the appropriate course of action concerning a particular personnel matter shall be that of the First Selectman in conjunction with the Board of Selectmen.

The terms of these policies shall apply to all employees of the Town of Old Lyme including those employees who are covered by an individual contract or collective bargaining agreement excepting only on such occasions when said contract or agreement specifies a policy, benefit, or circumstance different from those contained herein.

A violation of these policies may result in disciplinary action up to and including dismissal. Employees of the Town may be disciplined for other legitimate reasons as well, as determined by the Town.

This manual does not create an express or implied contract of employment, constitute a term or provision of any contract of employment, nor does it create any contractual obligations on behalf of the Town of Old Lyme.

This handbook replaces (supersedes) any and all other or previous Town employee manuals and/or personnel policies or practices, whether written or oral, which are contrary to the policies contained herein.

## **PART II EMPLOYMENT POLICIES**

### Pre-Employment Testing and Background Check

In the event that an applicant receives a job offer, they may be required to submit to a medical examination and/or drug and/or alcohol testing that must be successfully completed before work begins. Satisfactory replies from references and any other background checks that may be conducted may further be required as a condition of employment.

### Attendance

Employees have a responsibility to be ready to work on time, to carry out their job functions responsibly and effectively, and to be willing to learn new skills and work hard at the Town's primary goal: serving the public.

Employees are important to the Town's success and are relied upon to report to work as scheduled. Excessive absenteeism or tardiness creates a hardship on other Town employees. Employees who fail to adhere to attendance standards may be subject to disciplinary actions.

### Training

We recognize the importance of having trained and qualified employees. Understanding your job responsibilities and having the skills to carry them out are essential not only to your individual success but also to the success of town government.

We are committed to making sure you receive the training necessary to perform your job responsibilities. This commitment is carried out primarily through direct on-the-job training provided by your immediate supervisor.

### Work Hours

Full-time, non-union non-exempt/hourly employees are required to work thirty (30) hours or more per week. The standard work week for such employees is Monday through Friday, and the standard work day begins at 9:00AM and ends at 4:00PM. Full-time, exempt/salaried employees are expected to work whatever hours per day or days per week as may be necessary to meet or exceed the requirements of their position pursuant to the operational needs of the Town.

## Compensation

The foundation of the Town of Old Lyme's compensation policy is to remain competitive with comparable towns. Pay ranges are established for all positions and are reviewed annually by the Board of Selectmen.

Full-time employment is considered to be 30 or more hours worked per week. Non-exempt/hourly employees are paid every other Friday for the prior two weeks (each payroll week is Sunday through Saturday). Exempt employees are paid every other Friday, based upon their current annual salary rate. Payroll timesheets are required to be accurately completed by each non-exempt/hourly and salary paid employee and approved by their supervisor. Payroll timesheets must be submitted on Monday immediately following the close of each pay period or Tuesday on such occasions when Monday falls on a scheduled holiday. Employees who receive a stipend do not need to submit a payroll timesheet detailing the hours of work performed for which they are paid said stipend. Stipends will be paid according to an agreed upon schedule. The Town does not provide any paychecks in advance or otherwise advance wages to employees.

Non-exempt/hourly employees who are occasionally needed to work more than thirty (30), but less than forty (40) hours per week, may receive hour for hour compensatory time in lieu of additional pay, or may be compensated at their current rate of compensation at the discretion of the employee's immediate supervisor and the First Selectman. Compensation for hours over forty (40) hours per week will be paid at one and one half times the employee's current rate of pay. All hours worked in excess of the employee's standard work day must be pre-approved by the employee's immediate supervisor or, as necessary, by the First Selectman.

Employees must use all compensatory hours accrued before using any vacation leave accrued and the use of compensatory time must be approved by the employee's supervisor or, as necessary, the First Selectman. Exempt/salaried employees are not eligible to receive overtime pay or compensatory time for hours worked beyond 40 hours in any one payroll week. Rather, exempt employees are paid a pre-determined rate each pay period regardless of the number of hours worked in that pay period.

Compensatory time may not be accumulated in excess of thirty (30) hours without prior approval of the First Selectman.

## Mileage Reimbursement

The Town will reimburse an employee who uses their privately owned vehicle (POV) for pre-approved work related purposes at the current GSA POV mileage rate ([www.gsa.gov/travel-resources](http://www.gsa.gov/travel-resources)). To receive a mileage reimbursement, an employee must submit an accurately completed mileage expense report (provided by the Town) to their supervisor for approval. Mileage should be calculated by determining the number of miles traveled one way or round trip as is appropriate. On occasions when an employee travels from and/or to their home, mileage should be calculated by determining the number of miles traveled and subtracting the number of miles between the employee's home and regular work location.

## Meals and Break Periods

Employees are entitled to the following meal and break periods:

Scheduled Work Hours	Meal Period (unpaid)	Break Period
Full-time (Town Hall) (Public Works)	1 hour 1/2 hour	One: 15 minutes Two: 10 minutes each
Part time *(Town Hall) <i>*4 or more hours per day</i>	1/2 hour	One: 15 minutes

## Reporting Lateness/Absences

If you are unable to report to work as scheduled, you must call your supervisor or the Selectman's Office prior to the beginning of your scheduled reporting time *on any day in which you will be late and for every day of your absence*. When there is no notification, the lateness or absence will be considered unexcused and the employee will be subject to disciplinary action. If an employee fails to report their absence for three consecutive days, they will be considered to have resigned from employment.

## Emergency Closings

In the event of severe weather conditions or extraordinary situations, the First Selectman may decide to close Town Hall earlier than usual, cancel non-essential services, or not open Town Hall at all. Full-time non-exempt/hourly employees will be paid for any of their regular work hours affected by such a closure excepting any employee who has previously scheduled the use of paid leave on such days. Essential employees, such as Police and other employees so designated by the First Selectman, are required to report to work.

## Employee Records

In order to ensure that you receive your paycheck, tax forms, benefits reimbursements, and other communications, it is extremely important that you provide current and accurate information and notify the Finance Office as soon as possible when any of the following changes:

- name, address, or telephone number
- emergency contact
- marital status and/or dependents
- insurance coverage
- military status
- beneficiaries

## Confidentiality of Medical Information

Medical information about employees or anyone else associated with the Town must be held in strict confidence. Employees must not either verbally or in writing discuss with anyone associated with the Town their own medical issues or the medical issues of others at any time during working hours or while in the workplace unless there is a business need for such information to be discussed and the discussion is limited only to those individuals at the Town who need to know such information for business purposes. Any employee who fails to maintain appropriate confidentiality about medical information may be subject to disciplinary action.

## Harassment and Discrimination

The Town will not tolerate verbal, graphic, or physical conduct by anyone that discriminates against any employees or other individuals in the workplace on the basis of any applicable legally protected status, or which harasses, disrupts or interferes with an employee's work performance or which creates an intimidating, offensive, or hostile working environment, including but not limited to any form of discrimination or harassment based on race, color, religion, national origin, sex, age, disability, pregnancy, marital status, veteran status, sexual orientation, genetic information, or gender identity/expression.

Discrimination or harassment can take many forms. It may be, but is not limited to: words, conduct, adverse job action, intimidation, or physical contact/violence. While all forms of discrimination and

harassment based on an individual's legally protected characteristic are prohibited, it is the Town's policy to emphasize that sexual harassment is illegal. Sexual harassment includes, but is not limited to the following:

- Making unwelcome sexual conduct or requests for sexual favors as a condition of an employee's continued employment; or
- Using an employee's submission to or rejection of such conduct as the basis for making employment decisions (e.g., promotions, raises); or
- Creating a work environment in which conduct of a sexual nature interferes with an individual's work performance or creates an atmosphere that is intimidating, hostile or offensive to employees, contractors, vendors, residents or other members of the public.

Although not an inclusive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

- Unwelcome sexual advances, propositions or flirtations;
- Unwelcome attention of a sexual nature such as degrading comments, suggestive or lewd remarks, jokes, tricks, or noises;
- Unwanted hugs, touches, kisses;
- Cartoons, photos, e-mails, etc. of a sexual nature.
- The threat or suggestion that continued employment, advancement, assignment, or earnings depend on whether or not the employee will submit to or tolerate harassment;
- Retaliation for rejecting and/or complaining about sexual harassment.

Harassment is not limited to conduct occurring solely during regular business hours or at the work site. Instances in which it can occur may include during work-related meetings out of the office, social events, or other non-work related occasions. Behavior defined in this policy as sexual harassment may occur between people of the opposite or the same gender.

All employees are further advised that sexually oriented, explicit, or offensive materials have no place within Town facilities. Such material may not be posted, displayed, shared, or even possessed within Town facilities. Possession of such material, even if it is not posted or publicly displayed, will be considered a violation of Town policy and will subject the individual to disciplinary action up to and including termination of employment.

Any employee who believes that the actions or words of an individual in the workplace constitute any type of unwelcome harassment or

unlawful discrimination has a responsibility to report such conduct to their immediate supervisor if the employee is unable to make a direct request that the conduct cease or if any such direct request made is ignored. If an employee is uncomfortable raising their complaint with someone to whom they report, or if the complaint involves someone in their direct line of command, then that employee should bring the complaint to the First Selectman or any other member of the Board of Selectmen.

The Town will take prompt action upon the receipt of a complaint of unlawful harassment or discrimination. All allegations of unlawful harassment or discrimination will be investigated promptly.

Confidentiality of the individual reporting the incident and of the investigation process itself will be preserved to the extent possible in accordance with applicable law. In this regard, the reporting individual, the alleged harasser or discriminator, and any other individuals aware of the incident are required to treat this information in a confidential manner.

Any employee determined to have committed unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination of employment. Moreover, any individual who makes unwelcome advances, threatens, in any way discriminates, or harasses another individual based on a legally protected characteristic may be personally liable for monetary damages for such actions and their consequences.

The Town will not tolerate the taking of any reprisal against an employee who in good faith files a complaint of unlawful harassment or discrimination or who participates in the investigation of such a complaint. However, any individual who knowingly makes a false complaint or knowingly provides false information during the course of any investigation of unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination of employment.

#### Accommodations for Qualified Individuals with Disabilities

The Town is committed to complying with all applicable provisions of state and federal laws protecting the rights of qualified disabled individuals. It is the Town's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodations to a qualified individual with a disability, as defined

under applicable law, who has made the Town aware of his or her disability, provided that such accommodation enables the individual to perform the essential functions of his or her job and does not constitute an undue hardship on the Town. Applicants or employees with a disability who believe they need a reasonable accommodation to perform the essential functions of the job at issue should contact their immediate supervisor and/or the First Selectman (or their designee).

Upon receipt of a request for an accommodation, the Town will review the potential reasonable accommodation(s) that the Town might make to enable the applicant or employee to perform the essential functions of the job. As part of this process, an employee or applicant may be required to provide authorization for the Town to communicate with and obtain documentation from his or her doctors regarding the medical condition(s) for which reasonable accommodation is sought, and may further be required to be evaluated by a doctor of the Town's choice. The Town further reserves the right to seek medical information and/or to conduct medical examinations at any time following an offer of employment or during employment in order to determine an employee's fitness for duty. All such medical information discussed and received will be treated as confidential to the extent required and permissible by law.

### Drug and Alcohol-Free Workplace

To promote safe and efficient operation of the workplace and to comply with applicable state and federal laws, it is the Town's policy to maintain a work force that is free from the effects of illegal drugs and abuse of alcohol or prescription or over the counter drugs. Employees who abuse alcohol or drugs are a danger to themselves, to other employees, and to the Town's interests.

It is a standard of conduct for employees of the Town not to use illegal drugs and not to abuse alcohol or prescription or over the counter drugs, either on or off the job. It is absolutely prohibited for any employee to use, sell, manufacture, receive, distribute, dispense, possess, or be under the influence of alcohol or any illegal drug, or abuse prescription or over the counter drugs, while on Town property, while performing Town business, or while off-premises where such behavior compromises the Town's interests, or undermines the public confidence in, or harms the reputation of the Town, or adversely affects the employee's job performance, job safety, and/or ability to fulfill Town responsibilities.

Failure or refusal of an employee or applicant to fully adhere to this policy, or to submit to any drug or alcohol testing as is lawfully

requested or required, will be grounds for disciplinary action, up to and including denial of employment or termination.

### Solicitation

Solicitation by one employee of another, either in person or via the Town's electronic communications systems, is prohibited while either is on working time. An employee may engage in solicitation and distribution activities outside of the workplace during non-working periods (such as rest and meal periods).

The Town prohibits all solicitation activities for the purpose of financial gain, lotteries or charities on the Town premises, provided they are not sponsored or approved in writing in advance by the First Selectman.

Trespassing, soliciting or distributing literature by anyone not employed by the Town is strictly prohibited on the Town's premises.

Community or political organizations using Town Hall facilities for meetings and/or events are exempt from this prohibition for the duration of their use of Town Hall.

### Rules of Conduct and Corrective Actions

It is the responsibility of all employees to observe the policies, rules and regulations necessary for the proper operation of the departments in the Town of Old Lyme.

Whenever an employee's performance, attitude, work habits, or personal conduct at any time fall below an acceptable level, supervisors shall promptly notify and counsel the employee. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating a disciplinary action. In some instances, a specific incident may justify immediate disciplinary action, up to and including discharge. The action to be taken generally depends on the seriousness of the incident and the pattern of the employee's past performance and conduct. The Town reserves the right to determine the appropriate disciplinary action based on individual circumstances. Types of disciplinary actions may include the following:

- A. Written reprimand. In situations where an oral counseling has not resulted in expected improvements or where more severe initial action is warranted, a written reprimand shall be given to an employee, and a copy shall be placed in the employee's personnel folder.

- B. Suspension. An employee may be suspended with or without pay for reasons of misconduct, negligence, inefficiency, insubordination, disloyalty, unauthorized absence, or other reasons deemed appropriate by the Town.
- C. Demotion. An employee may be demoted to a position of a lower grade for which they are qualified.
- D. Discharge. If, after remedial and/or other disciplinary measures have been tried, an employee's performance, conduct, or other unsatisfactory behavior does not improve, it may be necessary to discharge the employee. From time to time, certain offenses or circumstances may occur which are of such seriousness that immediate dismissal of an employee may be necessary. The Town reserves the right to discharge any employee for any legitimate reason, regardless of whether remedial and/or disciplinary measures have been tried.

Disciplinary action, up to and including discharge may be imposed upon an employee at any time for conduct or actions which interfere with or prevent the Town from effectively or efficiently engaging in its business. Any employee who engages in the following activities shall be subject to disciplinary action; however, the list is meant to be illustrative only and should not be considered to include all reasons for which disciplinary action may be imposed by the Town:

- Theft or complicity in the theft of Town or another employee's money or property; dishonesty; unauthorized private use of Town services, facilities, equipment, or resources.
- Refusal to obey orders or to follow the direction of a supervisor pertaining to work (insubordination).
- The use, possession, sale, or transfer of any illegal substances of any kind on Town premises or during work hours or meal times and breaks. This includes using or being under the influence of alcohol or illegal drugs.
- Falsification or unauthorized alteration of Town records, including employment applications, payroll records or schedules, or other official town documents.
- Unauthorized review of and/or release of confidential information.
- Threatening, coercing or intimidating employees or others associated with the Town.
- Leaving work premises during working hours (excluding break or meal times) without authorization of your supervisor.
- Failing to report for work for 3 consecutive days without notification (job abandonment).
- Gambling on Town premises.

- Employee carelessness, recklessness, or negligence which contributes to or may contribute to the injury of a person or damage to or loss of Town property or funds.
- Possession of unauthorized firearms, explosives, or any lethal weapon on Town property.
- Conviction of any criminal offense while employed by the Town.
- Activities prohibited by the Town Charter, Town ordinance or Town policies.
- Refusal or failure to satisfy performance requirements, including inefficient, unproductive, or otherwise poor job performance.
- The use of rude or abusive language toward a superior, a co-worker or the public.
- Unauthorized absences or abuse of leave privileges.
- Tardiness or absenteeism.
- Performing services for others during working hours.
- Sexual or other unlawful harassment or discrimination.
- Action or conduct affecting or impairing the efficiency of the Town service or that may bring the Town into disrepute.
- Any other conduct that the Town deems is adverse to the best interests of the Town.

### Conflict of Interest

Town employees must avoid any action, which might result in or create the impression of using public office for private gain or giving preferential treatment to any person.

### Outside Employment

Town employees may only engage in outside employment that is not in conflict with their responsibilities for the Town. Any employee who engages in employment outside of their regular working hours shall be subject to call to perform their regular Town duties first.

### Political Activity

While all employees of the Town are free to exercise their rights as citizens to express their opinions on all political subjects, the Town expects that employees will not do so in any work areas or during working hours in a manner that is disruptive to co-workers or interferes with the operations of the Town. No employees of the Town shall solicit any person to vote at any political primary or election or challenge or in any manner attempt to influence any voter in a Town election while on duty.

## Workplace Relationships

Intimate relationships between coworkers are strongly discouraged. However, if employees become involved in such a relationship they must immediately report the relationship to their supervisor. The Town does not prohibit employment of relatives. However, the Town does not permit employees who are related or involved in intimate personal relationships to have direct or indirect reporting or supervisory responsibilities with one another. Thus, for example, married couples, parents/children, and individuals in romantic relationships may not hold Town positions where one of the individuals supervises or may influence the terms and/or conditions of the other individual's employment. Relatives (including parents, brother, sister, spouse, children, grandparents, grandchildren, aunt, or uncle) or employees who are involved in an intimate relationship may not be in the same reporting structure. Each situation will be evaluated at the Town's discretion in order to maintain appropriate operating conditions and to determine whether one or both coworkers in any intimate relationship can remain in their present positions.

## Professional Appearance

Public Works, uniformed employees, and other field personnel are required to adhere to attire and appearance standards that are in compliance with the requirements of their jobs.

Proper attire for all other Town of Old Lyme employees shall be defined as "Business Casual."

All employees are expected to wear any appropriate attire that presents a neat and professional appearance. All employees are further expected to present a neat and professional appearance with respect to their jewelry, tattoos, makeup, perfume/cologne, hats/head coverings, grooming, and hygiene.

In certain circumstances, some exceptions to the dress code may be made for seasonal employees, such as Park and Recreation employees and supervisors.

In keeping with the practices of other public agencies and the private sector, Fridays of each week will be designated as "Casual Day" for all Town Hall employees. On those days, appropriate casual attire may be worn.

The following specified attire is not acceptable:

Cut off or tank tops	T-Shirts	Shirts with lettering
Athletic Shorts	Flip Flop	footwear

If you report to work dressed in violation of our professional attire standards, you will be sent home to change and return with the appropriate appearance. Non-exempt/hourly employees will not be compensated for the time that they are out of the office.

### Workplace Privacy, Monitoring and Internet Use Policy

The Town of Old Lyme's primary goal is to effectively and efficiently conduct its business and meet or exceed expectations of those who we service. In order to do this, we must be able to: (a) access business information at all times; (b) provide a safe, productive work environment; and (c) supervise our employees to be sure that they are acting consistently with our business objectives. To fulfill these goals, every employee should be aware of the following policies on privacy, monitoring and internet use in the workplace so that they can conduct themselves in a professional manner at all times:

- The Town reserves the right to inspect employees' work areas and their persons, possessions, and property at the workplace. This includes, without limitation, employee briefcases, bags, purses, clothing, lockers, desks, file cabinets, workstations, and mail. Employees should consider this policy before bringing private, personal material to the workplace.
- The Town provides telephones and computers and other forms of electronic communications (including but not limited to voice mail, e-mail, fax machines, and the internet) to employees to facilitate efficient and effective business operations. As such, employees shall use these communications systems for Town business only, except that incidental personal use of these electronic communications systems is permitted, involving for example occasional personal phone calls, e-mails or web access, to the extent that such incidental use does not affect work productivity or job performance, is limited to non-working hours, does not cause the Town to incur any additional expenses, and does not violate any policies or procedures of the Town or applicable laws.
- The Town's policy prohibiting harassment and discrimination applies to the use of these systems. Therefore, the creation, transmission, receipt or downloading of inappropriate or offensive comments or other images or information, such as

disparaging comments or pictures based on race, color, religion, ancestry, gender, national origin, age, disability, marital status, veteran status, sexual orientation, pregnancy, genetic information, gender identity/expression or any other protected category, over any of the Town's systems, is prohibited.

- The Town's electronic communications systems may not be used to solicit for religious or political causes, outside organizations or other personal matters unrelated to employment with the Town.
- World Wide Web access and use of the Internet is allowed where such use is appropriate for business and professional objectives and is conducted lawfully and authorized by management. Web access or internet use through the Town's electronic communications systems should not be for purposes of personal gain, solicitation of non-Town business or advancement of individual views. Nor should use of the Internet disrupt the operation of the Town's electronic communications systems or the networks of other users. In addition, each employee is responsible for the content of all text, audio or images that s/he places, sends, downloads or receives over the Internet. Accordingly, web access or internet use through the Town's electronic communications systems may not involve the transmission, receipt or use of fraudulent, harassing or obscene information, or be contrary to the Town's legitimate interests.
- Software programs and materials, other than those that have been properly licensed by the Town, may not be installed or downloaded on the Town's computers. In addition, theft of software is a crime, and is punishable by law. Users are not permitted to copy, transfer, rename, add or delete information on programs belonging or licensed to others unless given express permission to do so. No employee may use the Town's electronic communications systems in ways that are inconsistent with licenses or copyrights, or to download or distribute pirated software or data. Furthermore, no employee may use the Town's electronic communications systems to propagate any virus, worm or trap-door program code, or to otherwise disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
- Intrusions of another employee's privacy will not be tolerated. Employees are expressly prohibited from accessing information or files at another employee's workstation or vehicle or

anywhere else in the workplace unless expressly permitted to do so by authorized management personnel. The tape recording of any conversation in the workplace is strictly prohibited without written authorization from the First Selectman or his/her designee, or with the consent of all parties to the conversation. The tape recording of any telephone conversation to or from the workplace is strictly prohibited absent the consent of the parties to the phone call obtained in accordance with applicable law. Employees are prohibited from taking photographs in the workplace without written authorization from the Town's First Selectman or his/her designee, or unless the consent of any individual to be photographed is obtained in advance.

- The Town reserves the right to review, access, and intercept all messages created, received, or sent over its electronic communications systems at any time, without advance notice, for such reasons as, without limitation: ensuring that the systems are being used solely to conduct the Town's business; assisting in the evaluation of employee work performance; maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that the Town's operations continue appropriately. The Town may also monitor or review employee work performance at any time, without advance notice, through the use of mechanical or electronic devices, or other methods, including the use of telephone or video monitoring. An employee's use of the Town's communication systems constitutes consent to the Town's conduct.
- Employees are prohibited from gaining access to another employee's computer or other electronic communications and must not use unauthorized codes, passwords or other means to gain access to another employee's computer or other electronic communications systems, unless expressly permitted to do so by authorized management personnel. Employees are prohibited from accessing a file or retrieving any stored information on the Town's e-mail, voice-mail, and computer systems unless expressly permitted to do so by authorized management personnel. Employees should not create their own computer, voice-mail, or other electronic communications system passwords unless permitted to do so by authorized management personnel. Employees must provide all personal passwords to the Town as requested, so that the Town may effectively conduct business at all times.

- Public records retention and Freedom of Information requirements must be satisfied in the use of the Town's electronic communications systems in accordance with the Town's policies and applicable law.
- Any employee who violates the Town's privacy, monitoring and internet use policy shall be subject to disciplinary action, up to and including termination of employment. In addition, criminal penalties and fines may apply where the employee's conduct violates applicable state or federal laws.
- Any complaints regarding potential violations of this policy, and/or any questions regarding an employee's use of these electronic communication systems in accordance with this policy, should be directed to the employee's immediate supervisor in the first instance, or if the matter is not resolved at that level, then to the First Selectman (or his/her designee).

### Social Media Activities

“Social Media” are various forms of discussion-and information-sharing tools, including social networks, blogs, video sharing, podcasts, wikis, message boards and online forums. Technologies include picture and video sharing, wall postings, e-mail, instant messaging, and music sharing. Examples of Social Media applications include, but are not limited to; Google and Yahoo Groups, Wikipedia, MySpace and Facebook, YouTube, Flickr, Twitter, LinkedIn, and news media comment sharing/blogging. This policy covers all Social Media tools, both current and future.

While employees may engage in any lawful activities through social media (including exercising any rights they may have to engage in protected concerted activity or political activities), any employee who chooses to use social media should be aware of the following Town policies in this regard:

- a. Any conduct, which under the law or Town policy is impermissible if expressed in any other form, is impermissible if expressed through social media.
- b. Employees are held responsible for their own content expressed through social media and will be expected to communicate in a professional and lawful manner at all times.
- c. The personal use of social media is not allowed during working time, regardless of the equipment used (e.g., either using personal or Town phones or computers).

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- d. Employees may further not use Town equipment for personal reasons in accordance with applicable policies.
- d. Employees who use social media shall not post any proprietary Town data, documents or photographs or any information which would violate any privacy laws applicable to the Town, regardless of whether the posting is done during working or non-working time. Any information that cannot be disclosed through a conversation, a memo or an e-mail also cannot be disclosed through social media.
- e. Unless authorized in writing by their immediate supervisor and/or the First Selectman (such as when an employee's job is to send public messages on behalf of the Town), employees do not have permission to speak on behalf of the Town via social media.
- f. While communicating through social media, if an employee posts any content that has something to do with the work they perform for the Town or subjects associated with the business of the Town, employees must make clear that they are speaking for themselves and not on behalf of the Town by accompanying their posts with a disclaimer such as: "The postings on this site are my own and do not necessarily represent the Town's positions or opinions."

When an employee's use of any social media violates the law or any Town policies (including policies pertaining to employee misconduct or job performance), appropriate discipline up to and including termination of employment will be imposed, regardless of when the information was posted or sent and regardless of the tools or site used to post or send such information. Nothing in this policy (or any other Town policy) will be implemented or should be interpreted in any manner so as to prohibit or inhibit employees from engaging in any lawful activities through social media, including exercising any rights they may have to engage in protected concerted activity or political activities.

#### Treatment and Use of Town Property

The Town's property such as computer equipment, cell phones, vehicles, office supplies, tools and equipment are to be used only to conduct the Town's business. Any equipment issued to an employee is a resource provided by the Town and is the property of the Town. Employees are responsible for protecting and exercising care with respect to Town property and/or equipment at all times. Employees' use of such property for personal reasons is not permitted. No family

members or other non-Town employees may ride in Town vehicles at any time.

All records, files, documents, equipment, work product, passwords, and other materials, or copies thereof, relating to the Town's business, shall be and remain the sole property of the Town, including all electronic versions of these items regardless of the location in which they are stored. These materials shall not be removed from the Town except when required in connection with the performance of an employee's duties, and shall not be retained by any employee and shall be promptly returned upon request at any time and upon termination of employment with the Town.

### Portable Electronic Devices

While at work, employees must exercise discretion in using personal (and/or Town issued) portable electronic devices. A portable electronic device is defined to include any flash/thumb drive, mobile phone, personal digital assistant, iPad or tablet, or other portable electronic communications device. Personal calls during work hours, regardless of the phone used, can interfere with employee productivity and can be distracting to others. Portable electronic devices are permissible within the workplace, however all employees are required to use them and/or to make personal calls during breaks and meal periods and to ensure that friends and family members are aware of this policy. The Town will not be liable for the loss of personal portable electronic devices brought into the workplace.

When business needs demand immediate employee access, a business cell phone may be issued. The Town reserves the right to monitor all business portable electronic device activity. Employees in possession of the Town devices are expected to protect them from loss, damage or theft and to not use them for personal reasons. Upon resignation or termination of employment, or at any time upon request, the employee must return all electronic devices issued.

Employees whose job responsibilities include driving and who must use a cell phone for business use are expected to obey the law and refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not a safe option, a hands-free device must be used. Do not take notes, text message or e-mail while driving. In situations where employees drive and accept phone calls, state law, as well as this policy, requires the use of "hands-free" equipment. Under no circumstances are employees

allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

### Workplace Violence

The Town has a ZERO TOLERANCE policy against any form of intimidation, threats or violence in the workplace. Violations of this policy include but are not limited to: participating in, provoking or otherwise contributing to any threat or violent act in the workplace; abuse, assault, battery, oral or written threats, intimidation, and harassment; and possession of any firearm(s) or any other type of weapon on Town property or work location(s).

Any employee who makes a threat, whether express or implicit, exhibits threatening behavior, or engages in any violent act or other violation of this policy on Town property or otherwise in the course of their employment with us, shall be removed from the premises as quickly as safety permits, and shall remain out of work pending the outcome of an investigation. Depending on the circumstances involved, the Town's response may include, but is not limited to, reassignment of job duties, discipline up to and including suspension and termination of employment, and/or criminal prosecution of the person(s) involved.

All employees are responsible for notifying their supervisors and/or the First Selectman of any violation of this policy, including but not limited to, any threats they have witnessed, received, or have been told that another person witnessed or received. If there is an immediate risk of harm, contact the local police department. All reports will be investigated fully and promptly.

The Town's premises are restricted to individuals with a legitimate business purpose. Any employee who observes any individual (including current or former employees) loitering, or present on the premises without an apparent business need to be there or otherwise interfering with operations should contact their supervisors immediately to report the circumstance.

## Separation of Employment

### a. Giving Notice

Either the employee or the employer may terminate the relationship at any time, with or without notice or cause. If you choose to resign from your position with the Town, the Town asks that you observe standard professional etiquette and provide at least two weeks prior notice.

### b. Final Pay

Final payment of wages will be made in accordance with state and federal laws.

### c. References

All requests for references/personnel information about current or former employees shall be referred to the First Selectman.

Employment references will be provided to prospective employers at the discretion of the First Selectman, upon receipt of a written authorization from the employee to do so and in accordance with applicable state laws.

### **PART III    EMPLOYEE BENEFITS**

Provided below is a general description of the employee benefits currently offered by the Town to eligible employees. Because the exact provisions of these benefits, particularly insurance coverage, changes from time to time, the detailed descriptions of each benefit and the conditions of enrollment and specific benefit plan terms are set forth in specific plan documents that are available upon request in the Finance Office. The Town reserves the right to change or discontinue any of its insurance benefits as well as the conditions for participation in such benefits plans in the sole discretion of the Board of Selectmen.

An employee will only be allowed to make changes to their insurance benefit coverages during applicable renewal periods and/or after certain qualifying life-changing events (such as birth, divorce, death, etc). Any such events must be reported to the Finance Office within 30 days of the occurrence.

The Town of Old Lyme is proud to offer an excellent package of benefits.

<b>Benefit</b>	<b>Eligibility / Full Time</b>
Health Insurance Package	Within 60 days from hire date
Short-term disability	12 months from hire date
Life Insurance	Within 60 days from hire date
Holidays	Immediately upon hire
Vacation	6 months from hire date
Sick/Personal Days	6 months from hire date
Deferred Compensation Plan	6 months from hire date
Town Paid Retirement Plan	12 months from hire date

<b>Benefit</b>	<b>Eligibility / Part Time</b>
Health Insurance Package	n/a
Short-Term Disability	n/a
Life Insurance	n/a
Holidays	n/a
Vacation	n/a
Sick/Personal Days	Upon completion of 680 hrs. service
Deferred Compensation Plan	6 months from hire date
Town Paid Retirement Plan	12 months from hire date and a minimum of 1,000 hours per fiscal year*

*\*with some exclusions per pension plan.*

## Health Insurance Package

All full-time employees are eligible to receive the health insurance benefit package in accordance with the requirements of the Town's insurance plans, the full details of which (including the percentage contributed by the Town and the employee towards the premiums) are available in the Finance Office. Additionally, all paid elected officials of the Town who perform thirty (30) or more hours of weekly service, as demonstrated by weekly time sheets detailing their hours of service, shall be eligible to participate in the health insurance benefit package in accordance with the requirements of the Town's insurance plans.

All eligible employees who elect to waive coverage for medical, dental, and vision insurance, will receive a bi-weekly stipend payment from the Town included in their payroll check.

## Short-term Disability Health Benefits

In the event a full-time employee incurs an injury or illness off the job, which causes the employee to be totally incapacitated and unable to perform any work for the Town, the employee may submit an application for short-term disability benefits. All full-time employees are eligible to apply for such benefits after one year of continuous employment. Employees shall be required to present adequate medical documentation substantiating their total incapacity. The Town reserves the right to require second and, if necessary, third medical opinions to determine employees eligibility for benefits under this section. Eligible employees may receive seventy percent (70%) of their base pay for up to a maximum of twenty-six weeks (26) commencing:

1. First day of absence caused by an accident;
2. Eighth (8<sup>th</sup>) day of absence caused by illness;

providing all current and accrued sick leave has first been used.

A full-time employee may be eligible to apply for short-term disability benefits on more than one occasion providing the employee has completed a minimum of one year of continuous employment immediately preceding each application for such benefits.

An employee filing for short-term disability benefits must also concurrently apply for coverage under the Family and Medical Leave Act (FMLA). Employees receiving short-term disability will be considered In-Active. An In-Active employee's paid leave accruals will be suspended and will resume only when the employee returns to full time, active employment.

An employee absent from work because of any work related injury or incapacity may be entitled to compensation under the Worker's Compensation Act.

### Life Insurance

The Town supplies to all full-time employees, at no cost to them, a \$75,000 life insurance policy with double indemnity provision in case of accidental death. Under this policy, insurance coverage reduces by 50 percent at age 70. Eligible employees further have the option to add \$10,000 coverage for their spouse at their own expense. Details of policy, including AD & D, are available in the Finance Office.

### Holidays

The Town of Old Lyme provides all full-time employees with paid holiday time off as outlined below:

**New Year's Day**  
**Martin Luther King Day**  
**President's Day**  
**Good Friday**  
**Memorial Day**  
**Independence Day**  
**Labor Day**  
**Columbus Day**  
**Veteran's Day**  
**Thanksgiving Day**  
**Day After Thanksgiving Day**  
**Christmas Day**

*Any other day designated and announced by the Board of Selectmen for a particular year.*

To be eligible to receive holiday pay, an employee must be in an Active status and is required to work their regularly scheduled hours on both the workday preceding and the workday following the holiday, unless the employee is otherwise out on an approved absence or leave.

### Vacations

The amount of paid vacation leave accrued by full-time employees is determined according to length of service of full-time employment based on the following schedule:

Upon reaching six (6) months of continuous employment, full-time employees will earn five (5) days of paid vacation leave and

immediately begin accruing additional paid vacation leave at the rate of ten (10) days per year, pro-rated on a bi-weekly basis.

Upon reaching five (5) years of continuous full-time employment, the vacation accrual rate will increase to fifteen (15) days per year, pro-rated on a bi-weekly basis.

Upon reaching ten (10) years of continuous full-time employment, the vacation accrual rate will increase to twenty (20) days per year, pro-rated on a bi-weekly basis.

Upon reaching twenty (20) years of continuous full-time employment, the vacation accrual rate will increase to twenty-five (25) days per year, pro-rated on a bi-weekly basis.

Additionally, all paid elected officials of the Town who regularly perform thirty (30) or more hours of weekly service, as demonstrated by weekly time sheets detailing their hours of service, shall be eligible for paid vacation leave benefits as are available for other full-time employees.

If a paid holiday occurs during a full-time employee's scheduled vacation, the employee will be paid for the holiday and charged one less day of vacation leave.

Employees must provide their immediate supervisor with written notice of their request to take vacations for periods of one or more weeks at least two (2) weeks in advance, and can only take vacation upon the approval of their supervisors. Vacation requests for periods of less than one week require as much advance notice as possible. Under all circumstances, employees will only be allowed to take vacations in accordance with the operational needs of the Town. Length of service will govern in the selection of vacations, insofar as it is practicable and consistent with current operating conditions.

Employees are encouraged to use their vacation leave in the fiscal year in which it is earned. However, employees are permitted to carry over a maximum of five (5) days of vacation leave from one fiscal year to the next. At the end of each fiscal year, any unused vacation leave balance in excess of five (5) days will be forfeited. With the advance written permission of the First Selectman and only under special circumstances, an employee may be allowed to carry over more than five (5) days of vacation leave from one fiscal year to the next.

With the permission of their supervisor and the First Selectman, an employee may be allowed to use paid vacation leave prior to accruing such paid leave up to a maximum of five (5) days. However, if an

employee has used more vacation time than they have yet earned and resigns or is terminated, the Town will recoup from the employee's final paycheck any amount of vacation leave used but not earned.

Upon separation of employment, full-time employees will be compensated for any amount of accrued but unused vacation leave at 100% of their current rate of pay **only if:** the employee: (1) has returned all Town property and any Town-issued equipment in proper working order; **and** (2) has resigned or retired and provided at least two weeks' notice of resignation or retirement and works through the notice period as required; **or** (3) was not involuntarily discharged for what the Town deems in its sole discretion to be "for cause." A termination "for cause" for purposes of determining sick pay upon termination includes (without limitation) misconduct or performance based terminations. A termination "for cause" does not include a layoff due to lack of work or restructuring.

### Sick/Personal Days

The amount of paid sick leave accrued by full-time employees is determined according to length of service of full-time employment based on the following schedule:

Upon reaching six (6) months of continuous employment, full-time employees will earn four (4) days of paid sick leave and begin accruing additional paid sick leave at the rate of eight (8) days per fiscal year, pro-rated on a bi-weekly basis. Employees may use up to three (3) days of accrued sick leave as personal days on an annual basis.

Additionally, all paid elected officials of the Town who regularly perform thirty (30) or more hours of service, as demonstrated by weekly time sheets detailing their hours of service, shall be eligible for paid sick leave benefits as are available for other full-time employees.

At the end of each fiscal year, non-union full-time employees have the option to carry over up to a maximum of thirty (30) days of their accrued but unused sick leave balance as of June 30<sup>th</sup> into the next fiscal year. Non-union full-time employees may also elect to be cashed out for all or a portion of their accrued but unused sick leave balance as of June 30<sup>th</sup>. Any balance held in excess of thirty (30) days as of June 30<sup>th</sup> must be cashed out.

After the pay date for the payroll period which includes June 30<sup>th</sup>, eligible employees will have one (1) week to submit their written carry over request to the Finance Department using a Town provided form. If no request is received by the designated due date, Finance will cash

out all of the employee's accrued but unused sick leave balance as of June 30<sup>th</sup>.

All accrued but unused sick leave cashed out at each fiscal year end will be paid at the employee's pay rate for the fiscal year in which the sick leave was accrued.

If an employee is eligible for short-term disability coverage in accordance with Town policy, such coverage may begin only after all current and accrued sick leave is used.

Upon separation of employment, full-time employees will be compensated for any amount of accrued but unused sick leave at 100% of their current rate of pay **only if**: the employee: (1) has returned all Town property and any Town-issued equipment in proper working order; **and** (2) has resigned or retired and provided at least two weeks' notice of resignation or retirement and works through the notice period as required; **or** (3) was not involuntarily discharged for what the Town deems in its sole discretion to be "for cause." A termination "for cause" for purposes of determining sick pay upon termination includes (without limitation) misconduct or performance based terminations. A termination "for cause" does not include a layoff due to lack of work or restructuring.

Part-time hourly/non-exempt employees are eligible to earn paid sick leave in accordance with The State of Connecticut's Paid Sick Leave Statute. The amount of paid sick leave accrued by part-time employees is determined according to hours worked based on the following schedule:

Part-time employees will accrue sick leave at the rate of one (1) hour for every forty (40) hours worked up to a maximum accrual of forty (40) hours of paid sick leave per fiscal year. Part-time employees are permitted to carry over a maximum of forty (40) hours of accrued sick leave from one fiscal year to the next. At the end of each fiscal year, any accrued unused sick leave in excess of forty (40) hours will be forfeited.

Temporary or seasonal employees who perform work on a per diem or occasional or irregular or project basis are not eligible for any paid sick leave.

For any full-time or part-time employee eligible for sick leave, sick leave can be taken for any illness, injury or health condition of the employee or for his/her spouse or child or for preventative medical care for any of the same. An employee who is the victim of family violence or sexual assault may also take paid sick leave for medical care and for other reasons related to the family violence or sexual

assault (such as to obtain services from a victim services organization; to relocate due to the violence and/or assault; or to participate in any civil or criminal proceedings related to the violence and/or assault). Sick leave may not be used in lieu of, or for the purpose of vacation, or floating holiday time. Employees will be subject to disciplinary action up to and including termination of employment if they use sick leave for any other purpose not allowed under this policy and applicable state law.

The Town requires employees to provide at least seven (7) days of notice of the need to take paid sick leave if the need for leave is foreseeable (such as for preventative medical care issues). If the leave is not foreseeable, then the employee must give notice as soon as practicable. In this regard, an employee must notify their immediate supervisor before the start of each workday that they will be absent. Failure to do so may result in disciplinary action, unless the employee can demonstrate that it was not practicable to provide such notice.

An employee may be required to provide a doctor's note prior to returning to work when the employee has been absent for three or more consecutive work days due to illness, injury or health condition, or for preventative medical care, of the employee or their spouse or child. If a note is required, the note must state the length of the illness and (as applicable) whether the employee is able to return to full duty without restrictions, or if the employee has any restrictions, the nature of those restrictions and how long the restrictions may need to be in place. The Town may further require a court record or documentation from a victim services organization or the police or counselor for leave taken due to family violence or sexual assault issues.

The Town will not take any retaliatory or other adverse employment action or otherwise discriminate against any employees because they request or use paid sick leave in accordance with this policy and applicable law or file a complaint with the Connecticut Department of Labor regarding sick leave matters.

#### Deferred Compensation Plan (457-A)

The Town offers employees the opportunity to participate in the Town's 457-A savings plan after six (6) months of full-time employment. All contributions to the plan are made by the employee on a pre-tax basis and there is no Town contribution. There are no vesting requirements.

### Town Paid Retirement Plan

Under the administration of the Old Lyme Pension Committee, the Town offers full-time employees, with one year's employment, a defined contribution pension plan, with the Town funding an annual contribution of 8%, subject to a five (5) year vesting schedule. A copy of the plan is given to each eligible employee. Additionally, all paid elected officials of the Town who regularly perform thirty (30) or more hours of service, as demonstrated by weekly time sheets detailing their hours of service, shall be eligible to be participate in the Town's retirement plan, with one year's of service, subject to a five (5) year vesting schedule.

### Jury Duty

Employees required to serve jury duty shall be paid the difference between the employee's normal rate of pay for regular scheduled work days and the fee received for serving as a juror. Jury duty pay will be given only for time lost on regularly scheduled working days. Employees are expected to report for work during scheduled hours whenever jury services are not required. An employee called for jury service shall furnish their immediate supervisor with the notice to serve and evidence of attendance and compensation.

### Time Off to Vote

All employees will be permitted time-off to vote in accordance with any requirements of applicable state law. Non-exempt employees will not be paid for any such time-off.

### Witness and Crime Victim Leave

Employees who are crime victims or witnesses will be permitted reasonable time off to attend a court proceeding or participate in a police investigation relating to their criminal cases. Witness and crime victim leave will be unpaid, unless the employee chooses to use any available accrued paid time off for such leave or the Town is otherwise required by law to pay for such leave. A crime victim is defined as an employee who: (a) suffers direct or threatened physical, emotional or financial harm as a result of a crime; or (b) is an immediate family member or guardian of a homicide victim or a minor, physically disabled or incompetent person who suffers such harm. In addition, the Town will not take adverse actions against any employee for having a restraining order issued on the employee's behalf in a domestic violence case or having a protective order issued on the employee's behalf by a court of any state. Further, the Town will not take any adverse action against any employee because they obey a

legal subpoena to appear in court as a witness in any criminal proceeding.

Any leave time allotted under this policy runs concurrently with any leave time afforded under any of the Town's other policies for which the employee may be eligible.

#### Family Violence Victim Leave

Employees who are victims of family violence will be permitted to take up to twelve (12) days of leave during any calendar year in which the leave is reasonably needed for one or more of the following reasons: (1) to seek medical care or counseling for physical or psychological injury or disability; (2) to obtain services from a victim services organization; (3) to relocate due to the family violence; or (4) to participate in any civil or criminal proceeding related to or resulting from such family violence. Such leave will be unpaid, unless the employee chooses to use any available accrued paid time off for such leave or the Town is otherwise required by law to pay for such leave. Employees who seek such leave will need to provide at least seven (7) days' notice of the need for such leave if foreseeable, or notice as soon as practicable if the need for such leave is not foreseeable. The Town may require appropriate certification of the need for any such leave. Any such certification provided will be maintained in a confidential manner and will be only disclosed as required by law or to protect the employee's safety in the workplace, provided that the employee is given notice prior to any such disclosure. The Town will further not discriminate or take adverse actions against any employee for being a victim of family violence or for having to attend or participate in a court proceeding related to a civil case in which the employee is a family violence victim.

#### Pregnancy Disability Leave

The Town will provide any pregnant employee with a reasonable leave of absence during any period of time when they have been certified by their health care provider as being disabled from the pregnancy. While the length of any such pregnancy disability leave may vary depending on individual circumstances, it is generally expected to be no longer than six (6) weeks. Pregnancy disability leaves of absence will be without pay, unless the employee chooses to use any available paid accrued paid time off for such leave or such leave qualifies for short-term disability benefits. The Town will continue to provide health insurance benefits coverage (if applicable) during a pregnancy disability leave of absence. Employees are expected to provide the Town with at least two week's advance notice of their intent to return to work following their pregnancy leave (or of their intent not to return

to work) so that appropriate staffing decisions can be made. Any leave time allotted under this policy runs concurrently with any leave time afforded under any of the Town's other policies for which the employee may be eligible.

### Family and Medical Leave

Employees who have worked for the Town for at least twelve (12) months, and who have worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, are eligible for unpaid leave under the Federal Family and Medical Leave Act ("FMLA"). Leaves under the FMLA may be taken for the following reasons:

- a. the birth and/or care of the employee's newborn child;
- b. the placement of a child with the employee by adoption or for foster care;
- c. to care for the employee's spouse, child, or parent who has a serious health condition;
- d. to care for the employee's own serious health condition that renders the employee unable to perform the functions of his or her position;
- e. to serve as an organ or bone marrow donor;
- f. due to a "qualifying exigency" of an employee whose spouse, child or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; or
- g. to care for the employee's spouse, child, parent, or next of kin who is a covered service member who has a serious injury or illness.

Complete details regarding the Federal Family and Medical Leave Act can be found by visiting <https://www.dol.gov/whd/fmla/>

### Bereavement Leave

When a death in the family occurs, full-time employees may take time off with pay. An employee may be granted up to 3 days following the death of a parent, spouse, brother, sister, child, grandparent, or a permanent member of their immediate household and they may be granted one day for any other relative. An employee may use, with their supervisor's approval, any available paid leave or unpaid leave for additional bereavement time off as necessary.

The Town reserves the right to request verification of the death and the deceased person's relationship to the employee.

### Military Leave

The Town of Old Lyme conforms to all government requirements regarding military service. An employee will be approved for a short-term unpaid military leave if they are an active member of the National Guard, Air National Guard, or any reserve organization of the Armed Services and they are summoned to military service. An eligible employee will be authorized for unpaid short-term leave of up to three weeks to attend training each year. A copy of their Orders is required for all Military related leaves of absence.

### Leave Approval

All leaves of absence must be approved by your supervisor and the First Selectman (or their designee).

### **ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

I acknowledge that I have received and reviewed a copy of the Town of Old Lyme's Employee Handbook. I understand that it is my obligation to familiarize myself with and abide by and comply with all of the policies and procedures set forth therein.

I further understand that this Handbook does not create any expressed or implied contract and that the Town at any time without prior notice may add, modify, eliminate or otherwise change the policies and provisions contained in the Handbook.

I further understand that unless otherwise provided by: 1) any written contract that has been executed between me and the Town, 2) any applicable collective bargaining agreement provision, or 3) statute that applies to me, employment with the Town is employment at will, which means that I am free to resign at any time and I may be terminated from employment by the Town at any time, with or without cause or prior notice.

Signature of employee: \_\_\_\_\_

Printed name of employee: \_\_\_\_\_

Date: \_\_\_\_\_